

PUBLIC WATER SYSTEM COPPER / LEAD ANALYSIS REQUEST FORM

COMPLETE ALL INFORMATION TO ENSURE COMPLIANCE CREDIT

PWS Name:		PWS #:	
Mailing Address:			
City:		State:	Zip:
Attention:		Phone:	
Email Address:		Fax:	
Collector (if different than above):		Contact Phone #:	
Additional copy of report sent to:			
Address:	City:	State:	Zip:
SAMPLE TYPE: <input type="checkbox"/> CO - confirmation <input type="checkbox"/> QT – quarterly <input type="checkbox"/> SP – special <input type="checkbox"/> RS - routine <input type="checkbox"/> DU - duplicate <input type="checkbox"/> RP - repeat <input type="checkbox"/> OTHER: _____			



State of Idaho
 Bureau of Laboratories
 2220 Old Penitentiary Rd.
 Boise, ID 83712
 208-334-2235
 EPA Lab No. ID00018

Laboratory Use Only Lab Sample #	Customer Sample ID	Location	Collection Date	Collection Time (24 hour clock)

Comments: _____



Get your forms on the web at: <http://www.healthy.idaho.gov>; select 'Lab Submission Forms'

LABORATORY USE ONLY

Shipper: <u>Courier</u> <u>Walk In</u>	Received Temp. _____	Radiation Check: <u>Y</u> <u>N</u>
Preservative(s): <u>HNO₃</u> <u><4°C</u> <u>Other</u>	# Bottles / Sample: _____	Container Type: <u>Cubi</u>
Storage Location: <u>M</u>	# Samples / Order: _____	Lab Sample #: _____
Date Received: _____	Received By: _____	Lab Order ID: _____

INSTRUCTIONS

Paperwork & Labeling

1. Complete the top portion (shaded) completely to ensure that proper credit is received for compliance monitoring and accurate customer information is obtained by the Bureau of Laboratories. Be certain that all information is legible.
2. Samples must be collected and preserved in the appropriate manner for the specific test (s) requested. Samples collected inappropriately will be rejected and requested re-sampled. Contact the laboratory prior to collecting samples for proper containers, preservatives, and holding times.
3. Clearly label all sample containers with the water system name, sample location, date, time, and collector. Ensure that the same sample location is used on both the sample containers and this form.
4. Attach this form to a Chain-of-Custody form if you require Chain-of-Custody protocol.

Sample Collection & Handling

1. Some sample containers provided by the laboratory contain a chemical preservative. **DO NOT** dump or rinse this material out of the bottle prior to collecting the sample. It is intended to assist in providing more accurate results. Be cautious to not get any of the material on you. Although preservative materials are generally harmless, any chemical can cause adverse reactions in some circumstances.
2. Fill all sample containers completely. The containers issued for the analyses in question are designed to provide the laboratory appropriately preserved samples as well as necessary sample volumes. Contact the laboratory if there is concern about providing sufficient sample volumes.
 - Samples **MUST** be collected at **different** locations, unless a system does not have enough different sites to fulfill their sampling requirement
 - Samples **MUST** be collected from sites where water **may** be consumed (drinking fountains, kitchen sinks, bathroom sinks, break rooms, etc.)
 - **ALL** samples **MUST** have a **minimum 6-hour** stand time (water must sit in the pipes for a minimum of 6 hours before sample is collected). **NOTE:** If you need to collect multiple samples from a location (i.e. you do not have enough different sites), **DO NOT COLLECT SAMPLES ONE AFTER THE OTHER- THERE MUST BE AT LEAST 6 HOURS STAND TIME BETWEEN SAMPLES COLLECTED AT THE SAME SITE.**
 - Lead and copper samples are **1 ST DRAW** samples. **DO NOT** run the water before collecting the sample. Collect the "1 st draw" of water when you turn on the faucet.
 - **DO NOT COLLECT** samples from vacant apartments, trailers, etc.

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